

S E C R E T

K

11-7300

28 August 1959

Noted by D/DCI

CPC/HMS 9/2/59

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Revision of Regulation [ ] Supergrade Positions

25X1

1. Attached is a proposed revision of Regulation [ ] presently in the regulatory issuances as "Supergrade Positions," forwarded for your review and coordination.

25X1

File DDCI  
info at  
this stage

2. A revision of the regulation was necessary in order to designate the Inspector General a member of the Supergrade Review Board in accordance with the Director's memo of 26 May 1959. However, it appears to be an appropriate time to also change the regulation to provide for the clarification of the assignment of grades to individuals in the supergrades rather than attaching the grades purely to positions. Therefore, the regulation has been rewritten to reflect this change and has been retitled "Management of Supergrade Personnel."

3. In accordance with an agreement with the Bureau of the Budget, the number of supergrade personnel authorized by the Director will be based on an Office of Personnel classification survey of Agency positions. Further, the Office of Personnel has the responsibility of making an annual survey of supergrade positions, or more often if requested by the Deputy Directors. The Supergrade Review Board has the responsibility of reviewing the results of the surveys and making appropriate recommendations to the Director. As the proposed regulation deals with the management of supergrade personnel, I do not believe it necessary to include procedural aspects of establishing supergrade positions.

4. The Office of the General Counsel has concurred in this revision, and a copy of their memorandum is attached.

25X1

[ ]  
Gordon M. Stewart  
Director of Personnel

Attachments as stated

CONCUR: \_\_\_\_\_

Date \_\_\_\_\_

Distribution: Supergrade  
Review Board Members

S E C R E T

S E C R E T

PERSONNEL  
1959

25X1

REGULATION  
NO.

25X1

#### MANAGEMENT OF SUPERGRADE PERSONNEL

Rescission:  7 March 1955

25X1

#### 1. POLICY

The Director of Central Intelligence will determine the number of Agency personnel who may hold supergrade rank. All employees promoted to supergrade rank will hold such rank and pay in temporary status for such time as the Director may determine.

#### 2. RESPONSIBILITIES

The Supergrade Review Board, hereinafter referred to as the Board, is responsible for reviewing and recommending to the Director the disposition of all actions effecting a change in rank of personnel holding or proposed for supergrade rank. The Board will conduct an annual review of the records of all supergrade employees holding temporary rank and submit its recommendations and comments to the Director of Central Intelligence.

#### 3. ORGANIZATION OF SUPERGRADE REVIEW BOARD

The Board will be composed of the following members:

Deputy Director of Central Intelligence	- Chairman
Deputy Director (Support)	- Member
Deputy Director (Intelligence)	- Member
Deputy Director (Plans)	- Member
Inspector General	- Member
Director of Personnel	- Member
Director of Security	- Advisor (nonvoting)
Chief, Medical Staff	- Advisor (nonvoting)

#### 4. PROCEDURES

##### Processing Personnel Actions

- (a) The Deputy Directors will forward to the Director of Personnel all personnel action requests affecting personnel holding or proposed for supergrade rank within their respective areas of responsibility.

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REGULATION  
NO.

PERSONNEL  
1959

- 25X1
- (b) The Director of Personnel will notify the Director of Security, the Chief, Medical Staff, and the Inspector General of each personnel action request recommending a change in rank of a person holding or proposed for supergrade rank. Each of these officials and the Director of Personnel will examine their records and institute such additional investigations as they deem appropriate in order to determine from their point of view the fitness of the individual being considered. The Director of Personnel will conduct a survey of other employees who may be qualified for the supergrade level concerned.
  - (c) The Director of Security and Chief, Medical Staff will advise the Director of Personnel when they have completed their preliminary studies. Upon receipt of this information and the conclusion of his survey, the Director of Personnel will inform the Chairman of the Board, who will convene the Board as required.
  - (d) The Board will review the proposed action and will then transmit its recommendation to the Director of Central Intelligence for determination.

ALLEN W. DULLES  
Director of Central Intelligence

DISTRIBUTION: AB

S E C R E T

C O N F I D E N T I A L

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Y

OGC 9-1160a

28 July 1959

MEMORANDUM FOR: Director of Personnel

SUBJECT : Revision of Regulation  Supergrade Positions

25X1

1. We have received the proposed revision of subject regulation which was transmitted with your memorandum of 27 July 1959, and we perceive no legal objection to its publication.

2. We feel that the emphasis on the attachment of supergrades to the individual rather than to the position is of particular importance.

3. It is suggested that in paragraph 4(d), for the sake of greater clarity, you may wish to substitute "Director of Central Intelligence" for "Director."

/signed/

Assistant General Counsel

25X1

C O N F I D E N T I A L

11-7300

S E C R E T

*John*

28 August 1959

Noted by D/DCI

Uc/hw 9/3/59

MEMORANDUM FOR: Deputy Director of Central Intelligence

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Gordon M. Stewart  
Director of Personnel

Attachments as stated

CONCUR: \_\_\_\_\_

\_\_\_\_\_  
DateDistribution: Supergrade  
Review Board Members

S E C R E T

MEMORANDUM FOR: GENERAL CABELL *ck*

Copies of the attached have been sent to all members of the Supergrade Board for review and coordination.

This copy is provided to you in advance for information, pending receipt of the coordination and/or comment of the members.

K-

2 Sept 59  
(DATE) *jm*

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)